



Lake Erie Academy

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Parent ~ Student Handbook

Lake Erie Academy Parent-Student Handbook

ABSENCES

Parents/Guardians are requested to notify the school office on the day their child is absent. Please call the school between 7:30 and 9:30 a.m. to report your child's absence.

Please send a note to the teacher explaining the child's absence upon his/her return. Parents/Guardians may notify the school by note or telephone if students will be absent for an extended time, and therefore eliminate daily calling to the school office. When an absence occurs, parents are encouraged to make arrangements to pick up homework. Make-up work will be provided when the student returns to school. Parents and child must assume responsibility for completing and returning make-up assignments.

Please call the office and explain any tardiness or excuses for not returning to the afternoon session.

Students who arrive after school begins but before 10:30 a.m. will be counted as tardy. Students who arrive after 10:30 a.m. or who leave prior to 2:00 p.m. will be counted as absent for one-half (1/2) day.

If, upon returning to school, the child has any limitations on his/her activities either in physical education classes or outside recess due to illness or injury, a note must come from the doctor describing those limitations. Weather permitting, all children will go outside at recess except those with an excuse on file in the office. Children should dress appropriately for the weather conditions. Students who miss twenty (20) or more days in a year may be required to repeat the grade the following year. (See Truancy Procedures.)



BUS POLICY

Only those children who are eligible riders can be transported by bus. A walker is not permitted to ride home with a bus student.

Bus students will be sent home on the bus unless a note from the parent/guardian is provided requesting other arrangements.

If a student wishes to get on or off his/her assigned bus at another established bus stop along the route, a note from the parents must be given to the building principal for approval. A permission slip must be presented to the bus driver upon boarding the bus.

Students are not permitted to ride any bus other than their assigned bus. Students are not permitted to change their bus stop without written permission.

Parents may request a change of bus or stop assignment by completing a form available in the school office.

BUS RULES

Students are expected to follow safety rules while riding the bus. Violation of bus rules may result in denial of riding privileges. To ensure the safety of all students while riding these buses, the following rules of conduct have been developed:

- a. Use of profanity is not permitted;
- b. Students shall be seated at all times;
- c. Eating is not permitted;
- d. Large, unusual cargo items may not be carried on the bus;
- e. Arms, legs, hands, head, etc., shall not protrude from windows;
- f. Fighting, loud talk, etc., is not permitted;
- g. Animals and firearms are not permitted;
- h. Students shall follow any reasonable directions given by the driver.

CAFETERIA RULES

1. Students will enter and leave the cafeteria in a quiet, orderly fashion.
2. Students will sit at their assigned tables and remain seated throughout the entire lunch period until dismissed.
3. Students must raise their hand if they need help from a monitor.
4. Students may talk in normal conversational tones. Students are not permitted to talk across to other students seated at other tables or make loud noises.
5. Students are expected to use proper manners when eating.
6. Students are expected to eat their own lunches and not trade or give away food.
7. Students are not allowed to throw food or to touch another student's food.
8. Students are expected to keep the table and floor free of litter.
9. Students are expected to follow directions and be respectful of monitors.

CANCELLATION OR DELAY OF SCHOOL

For information regarding cancellations or delays due to inclement weather, please watch TV channels 11, 13 and 24. If school is cancelled before the end of the school day announcements will also be made on the TV. Parents and guardians are requested to develop a plan for these emergencies in advance. The school telephones are frequently jammed after school closing announcements.

When school is cancelled, any activity scheduled at the building on that day (e.g. P.T.O meeting) is automatically cancelled also.

CONDUCT

As all citizens realize, a school cannot operate effectively without reasonable rules and responsible students. It is firmly believed that it is the student's responsibility to exercise self-discipline and accept responsibility for his/her actions. However, this ideal is not always realized.

Rule violations and misconduct will be dealt with in a progressive fashion. Consequences for students who misbehave in the classroom, on the playground, or in the cafeteria include: warnings, parent conferences, detentions, denial of cafeteria and/or playground privileges, and/or referral to the principal. Parents will be notified of each serious offense. Consequences for those students referred to the principal for repeated rule violations and/or severe misbehavior may include disciplinary action as per Board of Education Policies (i.e. suspension, emergency removal, Saturday School, and/or expulsion). Violations of bus rules may result in denial of riding privileges. (See Student Conduct Policy.)

Parents are asked to review with their children the rules listed in this handbook regarding proper conduct for school. If you are contacted about a behavioral problem involving your child, your help and assistance will be requested in resolving the matter. As parents, your support is always appreciated. By working together we can ensure a successful school year for your child.

CONFERENCES

Two (2) days during the school year are scheduled for parent-teacher conferences. Parents are encouraged to attend these meetings to discuss their child's progress. Additional conferences may be requested by parent, teacher, or principal as needed. Whenever possible, please remember to schedule a conference in advance so that a time convenient for all can be arranged (i.e. before or after school, during teacher planning periods, etc.).

DRESS CODE - PUPIL GROOMING AND APPEARANCE

Parents are requested to send pupils to school clean, neat, and appropriately dressed for a good school experience. Clothing should be comfortable to enable a child to participate in class work, as well as physical education and playground activities. Shorts are permitted during warm days. Clothing should be appropriate for weather conditions since outdoor recess is held whenever weather permits. It is recommended that clothing items such as jackets, sweaters, coats, boots, hats, gloves, mittens, and gym shoes be labeled as an insurance against loss.

Inappropriate clothing that distracts students or disrupts the learning process is not acceptable in the school. Students are not to wear hats in the school building. Clothing with drugs, alcohol, or tobacco advertising or displaying unacceptable behavior and/or offensive language are prohibited. (See Student Conduct Policy.) Bare midriffs, tank tops, spaghetti string tops, and mesh jerseys are also prohibited. Flip-flop or footwear without heels or heel straps are discouraged for safety reasons.

EARLY DISMISSAL

A student is not permitted to leave the school grounds during school hours for any reason without permission of the principal. If students are to leave school before dismissal, a parent/guardian must sign them out at the office. For the child's safety, a student will not be released to anyone except parents, legal guardians, or a previously designated person, and then only with the knowledge and permission of the principal.

If it is necessary that a student leave school during or before the completion of the school day, a note signed by the parent or guardian must be presented to the teacher and/or the principal's office. Students leaving school early will wait safely inside the school lobby where parents can meet and sign them out. The school encourages you to schedule doctor/dental appointments around school hours. Students should return a signed note from the dentist/doctor's office upon returning to school.

EMERGENCY MEDICAL FORM

At the beginning of the school year, each parent is asked to complete an emergency medical form. This information is necessary for emergency situations. The form must be completed yearly and updated when situations change.

GENERAL SCHOOL RULES

1. Students will enter the building in an orderly fashion and go directly to their rooms.
2. Students will walk in the halls at all times.
3. When moving through the hallways during school hours, students will refrain from talking.
Quiet is expected in the building, so as not to disturb students learning in other classes.
4. Students will obey direction given by any adult staff member. All adult staff members are to be addressed as Mr., Mrs., or Miss.
5. Students are expected to treat each other with mutual respect and to be courteous to one another. Students will refrain from threatening, teasing, name calling, harassing, putting down, etc., fellow students.
6. Students will refrain from touching other students in any manner which bothers, frightens, or hurts them. Students are not to hit, punch, kick, grab, wrestle, fight, pinch, bite, "playfight", etc.
7. Students will conduct themselves in a manner that removal from a class will not be necessary.
8. Profanity and/or abusive language is prohibited.
9. NO gum is allowed in school or on school grounds.
10. NO toys, radios, tape players, novelties, electronic games, athletic equipment, roller-blades, scooters, skateboards, etc., are to be brought from home to school.
11. Any other behaviors not listed that would endanger the health and safety of the individual child or other students are forbidden.

GRADE CARDS

Report cards are issued on the fifth school day following the end of each grading period. Students in grades one (1) through five (5) receive report cards every nine (9) weeks. Kindergarten receives reports only at the end of each twelve-week period

Final grade cards will be held if school fees or lunch charges are owed. If parents have questions or concerns regarding a report card, they should contact their child's teacher. A conference may be arranged, if necessary. A copy of the report card will be mailed to non-custodial parents who supply the school with self-addressed, stamped envelopes.

HOMEWORK

Homework is designed to provide practice and to expand the students' academic skills. While parents may assist with homework, the teachers expect that homework be written and accomplished by the student to maximize learning.

Make-up work will be given on the return of the student to school. The teacher will inform the child when the work is due. It is the responsibility of the parent and child to see that make-up assignments are completed and returned.

HOURS

Students should not arrive at school before the designated arrival times. Supervision of the children is not provided by school personnel before these times. Parents' assistance with this matter will be appreciated. Breakfast begins at 8:00. Classes begin at 8:30. Dismissal is at 3:00.

IDENTIFICATION OF PERSONAL ARTICLES

PLEASE label coats, jackets, sweaters, hats, gloves, gym shoes, books, musical instruments, lunch boxes, etc. Lost items should be brought to the principal's office and will be returned to the students if proper identification can be established. A lost and found area is maintained.

IMMUNIZATIONS

All public school students are required by law to be immunized, or be in the process of receiving immunizations for mumps, polio, rubella, diphtheria, rubeola, pertussis, and tetanus (O.R.C. 3313.671), or must file with the school a statement by a physician that certifies in writing that such immunizations are medically contraindicated. In accordance with State Board of Education guidelines, we will ban from attendance any students who have not received the required immunizations or otherwise complied with the Ohio Revised Code Section 3313.671 after fourteen (14) days.



LUNCH PERIOD

Lake Erie Academy provides a school lunch for children daily. Free/Reduced lunch application forms are sent home on the first day of school and details are available in the school office.

Children may carry lunch to school and eat in the cafeteria with those who purchase the school lunch. The lunch period is supervised by school monitors.

Students without lunches or lunch money are not permitted to charge. School personnel are not permitted to loan money to students. If children forget their lunch money, the school kitchen will offer them a peanut butter or jelly sandwich and a white milk.

Students must remain at school during the noon lunch period and are not permitted to leave school grounds unless they have a note from a parent giving permission to leave the school or are picked up by the parents.

MEDICATION

Any medicine, including nonprescription medicines, will not be administered by the school without the proper authorization. Students who need to take a medication during school hours must have a consent form completed and signed by both the parent and the doctor before the medication can be brought to school. Consent forms are available in the school office. Parents may administer medication to their child at school. (See "Administering Medicine to Students")

NO SMOKING POLICY

Board of Education policy prohibits smoking or any use of tobacco products at all times in any building, vehicle, outdoor bleachers, or other school property.



OUTSIDE RECESS

The need for exercise and playtime is very important to a growing child's development. All children will participate in outdoor recess unless excused by the family doctor. The temperature will be the major factor to determine whether recess is outdoors or indoors. Outside recess will occur when the temperature is 20 degrees and above. Should the temperature and/or wind chill factor be 20 degrees or below, the general conditions of the weather will be considered to determine if the children shall stay indoors for recess. Please dress your child properly for all weather conditions. Boots, scarf, hat, and mittens or gloves are a necessity during the cold weather. Your child will be outside whenever possible.

PHOTO RELEASE

From time to time, student pictures may be taken by photographers and local newspapers to be used in school press releases and school publications. Videotaping is occasionally done during student programs and other special events. If a parent/guardian objects to having their child's picture and name used, they should notify the school in writing.

P.T.O.

Lake Erie Academy has a Parent-Teacher Organization that meets regularly during the school year to conduct school business (e.g. fundraising projects, social events, special activities, etc.). Every parent is encouraged to be an active participant at their child's school.

RECESS AND PLAYGROUND RULES

In addition to the regular "common sense" rules of fair play among groups of children, students are not permitted to use skateboards, hard balls, or throw snow/stones at anytime while at school. Tackle football or other rough games are not permitted. Fighting and profanity are prohibited. Students are expected to follow the directions and be respectful of noon-hour monitors.

RECORDS

Cumulative records (sometimes called permanent records) are kept in the school office for each pupil enrolled in kindergarten through grade five (5). Information, such as the student's academic progress, health record, test scores, and attendance, is part of the cumulative record. The Federal Rights and Privacy Act states that the material in these records is confidential. This information can be released only with the written permission of a parent, or with the written permission of the student if over eighteen (18) years of age. This act also states that the parents must be granted the right to view these records if they so desire. A school representative will assist the parent or guardian to help interpret the records.



TELEPHONE USE BY PUPILS

The telephone in the school office is reserved for official business during school hours and is not intended for personal calls. Only calls of an emergency nature will be made for/by students, and students will not be called to the phone to take incoming calls. We will deliver important messages to any student during the school day. Students should make necessary personal arrangements (*e.g.* clubs, scout meetings, etc.) before coming to school.

VISITORS TO THE SCHOOLS

Parents are encouraged to visit school frequently and actively participate in the education of their child. Classroom visits may be arranged through the principal or the teacher. We request that parents avoid conferences with the teacher during such visits, but rather schedule a conference for a mutually acceptable time.

For the protection of students, all non-students are to report to the office upon entering the building. Please do not go directly to the classroom. Loitering and trespassing laws will be enforced.

If you need to give your child a message, medication, homework, lunch money, supplies, etc., please go to the office. Interrupting class hampers valuable instruction time. Also, standing in the hall while waiting on your child or the teacher may be disruptive to the learning environment.

Students from other schools are not permitted to visit class with your child.

WITHDRAWING FROM SCHOOL

If it becomes necessary to withdraw a student from school, the office should be notified. After returning textbooks, paying any financial obligations, and receiving the current grades in each course, the necessary student records are then sent to the receiving school after parents or guardians sign the release forms.

VACATION POLICY

We discourage families from taking students out of school for vacations. However, if the parents decide that this must be done, then the teacher and the office should be notified as early as possible.

The teachers will give pupils their assignments upon returning to school. It is the responsibility of the parent to see that make-up work is completed. Students will be given a period of time equivalent to the amount of school they missed to complete their assignments.

STUDENT CONDUCT POLICY

The following rules of conduct apply whenever a student is on school property, at any school sponsored activity, or otherwise subject to the authority of school officials. These rules also apply off school property when a student is going to or from school premises for instruction or to or from a school-sponsored activity if the misconduct occurs within one-quarter mile of the school premises or the location of the school-sponsored activity and also occurs within fifteen minutes of the time the student was scheduled to arrive at or left the school premises or the location of the school sponsored activity. These rules also apply off school property, without regard to time or distance, if the misconduct directly and predictably interferes with the ability of another student to participate in the educational process; whether and when to apply these rules under such circumstances will be evaluated case-by-case by the appropriate school personnel.

Violation by a student of anyone (1) or more of these may result in disciplinary action, including Saturday School, detention, suspension, emergency removal, and/or expulsion, or other alternatives deemed appropriate by the administration, including referral to the appropriate authority for prosecution.

1. Disruption of School - A student shall not by use of violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.
2. Damage to School Property - A student shall not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials.
3. Damage to Private Property - A student shall not cause, incite, or attempt to cause damage to private property on or off school premises at any school activity.
4. Threatening or Bullying - A student shall threaten or bully teachers, students, or other persons.
5. Assault and/or Fighting - A student shall not cause physical injury or behave in such a manner which could threaten to cause physical injury to school staff, other students, or other persons, while under the jurisdiction of the school. Students who urge others to fight may be disciplined as though they were a violator of the no-fighting policy.
6. Dangerous Activities, Weapons, and Instruments - A student shall not engage in activity which threatens, endangers, or tends to threaten or endanger the health or safety of students, teachers, other school personnel or visitors to school property or school sponsored activities. A student shall not possess, handle, transmit, or conceal any object which might be considered a weapon or instrument of violence. Examples of such instruments are included in, but not limited to, the following: lighters, guns, knives, smoke bombs, any dangerous ordnance or explosive, martial arts instruments, and fireworks.
7. Tobacco - A student shall not smoke, use tobacco or possess any substance containing tobacco in any area under the control of the school district or at any activity supervised by the school district. Tobacco look-alike products, such as mint snuff, are included within the prohibitions of this rule. Students serving as a "lookout" or aiding and abetting smokers will be disciplined as though they were violators of the no-smoking policy.

8. Narcotics, Alcoholic Beverages, Caffeine Pills, and Stimulant Drugs - A student shall not possess, sell, transmit, use or have used, any steroid, narcotic drug, hallucinogenic drug, amphetamine, caffeine pills, barbiturate, marijuana, alcoholic beverage or beverage promoted as an alcoholic substitute, inhalant, drug paraphernalia, or any other mind-altering substance within any school building, on school property, or while participating in or attending school or school-sponsored activities.
A student shall not use, possess, distribute, sell, or package any counterfeit or look-alike drug. Empty alcohol containers are also prohibited on school property.
A counterfeit controlled substance is defined as:
 - a. Any drug that bears, or whose container or label bears, a trademark, trade name, or identifying mark without authorization of the owner.
 - b. Any substance that is represented as a controlled substance.
 - c. Any substance, other than a controlled substance, that a reasonable person would believe to be a controlled substance.
9. Theft - A student shall not take, attempt to take, or possess the property or equipment of the school district or the property of another student, teacher, visitor, or employee of the school district.
10. Frightening, Degrading, or Disgraceful Acts - A student shall not engage in any hazing or other act which frightens, degrades, or tends to frighten, degrade, disgrace, or harass a teacher, student, or other person by written or verbal, or by means of gestures.
11. Insubordination - A student shall not disregard or refuse to obey reasonable directions given by school personnel.
12. School Transportation - All students shall obey all reasonable directions given by bus drivers and comply with basic safety regulations.
13. Dress and Appearance - A student shall not dress in a manner that will present health or safety problems or cause disruption of class. Examples of inappropriate dress include, but are not limited to:
 - a. Clothing or accessories that display inappropriate language/graphics representing drugs, alcohol, tobacco, sex, or gang identifiers.
 - b. Hats or coats during the school day (6:30 a.m. - 4:00 p.m.).
 - c. Spiked bracelets or necklaces or long linked chains as decorative apparel.
 - d. Book bags are not to be taken to classrooms or worn in the hallways other than when entering or leaving the building.
14. Truancy/Excessive Absenteeism/Tardiness/Hazing - The adopted Board Policy applies.
15. Sexual Harassment - A student shall not display unwelcomed sexual advances, request sexual favors, and/or present other verbal or physical conduct of a sexual nature.
16. Repeated Violations of Directions, Policies, Rules, etc. A student shall not repeatedly fail to comply with directions, policies, rules, etc., of a teacher, student teacher, substitute teacher, teacher's aide, principal, or other authorized school personnel during any period of time when the student is under the authority of any such school personnel.
17. Altered or Forged Passes - A student shall not alter, forge, or use a fraudulent pass/excuse.
18. Public Display of Affection - A student shall not commit an inappropriate display of affection and bodily contact beyond hand holding while on the school premises, or while in the custody of the school, or in the course of a school-related activity.
19. Profanity/Obscene Language/Swearing - Profanity/obscene language will not be tolerated on school property. While your freedom of expression may be appealing to some, others may resent your lack of knowledge of the English language. No material may be printed, distributed, or circulated if it contains obscene or defamatory material

and/or would tend to disrupt the educational process and interfere with the rights of others to express or receive ideas or opinions.

20. Extortion - A student shall not compel or attempt to compel any student, school employee, or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation.

21. Ethnic Slur and/or Intimidation - The Lake Erie Academy administration, recognizes that in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, or religion, have the right to an education in an atmosphere free of all forms of slurs, disparagement, and intimidation. The Administration further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools.

Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats, and would be punishable under one or more sections of the Code of Conduct.

DUE PROCESS (SUSPENSIONS, EXPULSIONS, AND REMOVALS)

Due process for suspensions, expulsions, and removals will be in accordance with Section 3313.66 of the Revised Code of Ohio. With respect to the suspension of any student from any particular extracurricular activities, no due process guarantees beyond what appears in Section 3313.664 of the Revised Code are implied. The Superintendent may suspend a student from a particular or all extracurricular activities independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. Similarly, the athletic director, relevant coach, or director may suspend a student from any particular or all extracurricular activities falling within such person's responsibility, independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. The period of such a suspension shall not extend beyond one calendar year from the time the suspension is imposed.

When out-of-school suspension is imposed, the student may not attend school or extracurricular activities, and class work may be made-up for credit or partial credit at the discretion of the appropriate principal. Suspensions and expulsions are considered unexcused absences.

GIFTED IDENTIFICATION

The purpose of O.R.C. 3324 is to obtain an accurate gifted-child count. At the present time, school districts are mandated to identify, but are not mandated to provide services for, gifted students. When and if additional funding is received, Lake Erie Academy will implement additional services where deemed appropriate.

"Gifted" means students who demonstrate or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under division (A), (B), (C), or (D) of Section 3324.03 of the Revised Code.

The district uses a three-part approach to refer, screen, and assess students who demonstrate or show potential for performing at high levels of accomplishment in the areas of

superior cognitive ability, specific academic ability, creativity, and visual and/or performing arts. Individual and group testing for identification must be from an approved list of tests designated by the Ohio Department of Education.

Procedures have been established for transfer of students from other Ohio school districts, use of outside testing information, public information dissemination, the appeal process, and withdrawal from services.

TRUANCY PROCEDURES (ELEMENTARY LEVEL GRADES K - 5)

When a pupil is absent from school or other assignment for an unexcused reason, the pupil is truant. Excused absences are for the following reasons: personal illness or medical appointments, illness in the immediate family, death in the family, religious observances, quarantine of the home, or other legitimate reasons where the principal receives prior notification. Absence for any reason other than those cited above constitutes truancy. Truancy is a serious offense and subject to severe penalty. The penalties for truancy include: detentions, Saturday School, in-school suspension, out-of-school suspension, court action, and/or expulsion.

Step I - First Truancy

1. The parents or guardians shall be notified by letter and may be asked to come to school for a conference with a principal. The educational and legal aspects of regular attendance shall be reviewed.
2. The student may be referred to a counselor or school psychologist for counseling.
3. The student may be assigned detentions or other disciplinary measures.
4. Saturday School may be substituted for detention where a student is truant for a half-day or more on the first offense.

Step II - Second Truancy

1. The student may attend one (1) session of Saturday School. Other appropriate disciplinary action may be substituted.
2. The student shall be referred to the appropriate person for counseling.
3. The legal forms, Warning to Child and Notice and Warning to Parent or Guardian, will be served by the attendance officer.
4. The parent may be requested to come to school for a conference with school authorities.

Step III - Third Truancy

1. The attendance officer will notify the Juvenile Court, complete the appropriate forms, and a pre-court conference will be held. If a student has had a pre-court conference, the attendance officer may notify Juvenile Court.
2. Parents and student will be requested to attend the pre-court conference along with other specified personnel.
3. The student may be referred for further counseling.
4. The student may attend two (2) sessions of Saturday School. Other disciplinary action may be substituted.

Step IV - Fourth Truancy

1. The student may attend three (3) sessions of Saturday School. Other disciplinary action may be substituted.
2. The juvenile prosecutor may be notified by the attendance officer, and such action as stipulated in the pre-court conference will be initiated.

Step V - Fifth Truancy

1. The student shall be suspended for up to five (5) days.
2. The student may be recommended for expulsion.
3. The Juvenile Court may be notified by the attendance officer.

Each school employee involved in a truancy case is expected to keep an adequate journal of events, being careful to include exact dates and other specifics.

ADMINISTERING MEDICINES TO STUDENTS

Oral Medication in Schools

If, under exceptional circumstances, a child is required to take oral medication (both prescription and over-the-counter) during school hours, and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

1. Written instructions signed by the parent and physician will be required and will include:
 - a. child's name, address, school attended, and grade;
 - b. name of medication;
 - c. purpose of medication;
 - d. time to be administered;
 - e. dosage;
 - f. possible severe adverse reactions;
 - g. date administration is to begin;
 - h. date administration is to cease; and
 - i. special instructions for administration of drugs, including sterile conditions and storage.
2. The school nurse or the principal's designee will:
 - a. inform appropriate school personnel of the medication;
 - b. keep a record of the administration of medication;
 - c. keep medication in a locked cabinet; and
 - d. return unused medication to the parent only.
3. The parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication.
4. The school district retains the discretion to reject requests for administration of medicine.
5. A copy of this regulation will be provided to parents upon their request for administration of medication in the schools.

ZERO-TOLERANCE POLICY ON VIOLENT OR DISRUPTIVE BEHAVIOR AND EXCESSIVE TRUANCY

The primary objective for public schools is to educate students in a safe environment. This objective is undermined by violent, disruptive, or inappropriate behavior, and excessive truancy. In compliance with Section 3313.534 of the Ohio Revised Code, and in order to facilitate the learning process, the Board adopts this zero-tolerance policy; which expressly prohibits all violent, disruptive, or other inappropriate behavior by District students, and excessive truancy. In addition, the Board has established strategies which range from prevention to intervention to help eliminate violent, disruptive, or inappropriate behavior, and excessive truancy.

Under this policy, students must refrain from any and all violent, disruptive, or inappropriate behavior, and excessive truancy. Students must comply with all school rules and regulations, which include the District's student conduct policy and policy on student truancy.

Likewise, students must follow the directives of all teachers, administrators, and other school personnel. This policy applies to students at the same times and places that the District's student conduct policy applies to students.

Students who fail to adhere to this policy will face appropriate disciplinary action, which may range from a warning, to a suspension, to an expulsion, to permanent exclusion, depending on the particular circumstances, including the severity of the offense, the student's prior record, the threat posed to the well-being and property of others, and any other circumstances that may be aggravating or extenuating in the specific case. The Board actively will cooperate in the prosecution of students who commit acts violating any laws of the State of Ohio or any of its political subdivisions. The Board, in cooperation with the District's attendance officer, will also affirmatively pursue students who are excessively truant. Students are expected to report any suspected violations of this policy to the school principal.

The District's student conduct policy lists some, but not all, of the types of conduct for which students may face disciplinary action under this policy.

PARENTS SEEKING ASSISTANCE

Lake Erie Academy has always maintained an open door policy to listen to your questions and concerns about your child's education.

If you have a concern about classroom instruction or your child's academic achievement, you should first contact your child's classroom teacher. If further assistance is needed, the building principal should be contacted.

If you are in need of clarification of school rules and regulations, it is appropriate that your child's building principal be contacted. The principal will be able to assist you or refer you to the appropriate person who can help.

If you have a social or emotional concern for your child, the building principal or counselor should be contacted. They will be able to assist you or direct you to the proper community agency.

General questions or concerns regarding the School District should be directed to the Superintendent or Assistant Superintendent.

The home and school working together will enable your child to have a successful school experience. We encourage you to call us if you have a question or concern.

STUDENTS SEEKING ASSISTANCE

Teachers, administrators, counselors, and other school staff are here to help students who may have some type of concern. If you have any concern about school, please talk with your teacher or other personnel.